

BROKEN ARROW PUBLIC GOLF AUTHORITY MEETING MINUTES
MAY 25, 2004

The Broken Arrow Public Golf Authority met for their regular meeting at City Hall on Tuesday, May 25, 2004, at 7:30 a.m.

1. Chairman Russell Peterson called the meeting to order at the noted time of 7:30 a.m.
2. Chairman Russell Peterson called for roll:

Present: Melissa Mahan
 Jack Edwards (arrived at the noted time of 7:32 a.m.)
 Mike Rampey
 John Herndon
 Matt Brown
 Russell Peterson

Absent: Jeffery Scott

Staff Present: Gary Blackford, Acting City Manager
 Melanie Bolduc, City Clerk
 April Parnell, Assistant City Attorney
 Lynn Blevins, Director of Golf
 Scott Esmond, Director of Parks and Recreation
 Tom Cook, Accountant
 Tom Caldwell, Finance Director

3. Discussion and consideration of items from area Homeowner's Associations.

Mr. Jim Killerlain commented that there were forty residents that turned out for a community meeting the week prior to the bond election. Mr. Ted Allison of the Chamber of Commerce provided a presentation; Mayor Carter and Mr. Peterson also kindly attended. The voter turnout was double what it had been in the past for the school board and council elections and he believes that the opportunity to have the community meeting had an impact on those numbers. The two precincts that represent the Battle Creek area both supported the bond issue with approval rates of 84-94% on each of the four proposals that were tendered. Along with the active roll on the campaign he believes that as a community they have worked hard in the passage of those bond issues. He referenced discussions from the prior meeting concerning whether or not Shiloh residents would prefer the cart path extended to the west end of the range versus a parking lot at that location and all the feedback obtained from residents indicate that they would prefer the parking lot at the west end of the range as a capital item.

Members expressed their appreciation of the Homeowner's Associations' efforts to get the people out and the assessment.

4. Update and discussion of Bond projects.

Chairman Peterson provided a brief synopsis of the bond election and that all items passed including those directly involving Battle Creek with the \$750,000 allocation. He

commented that Battle Creek did provide a lot of manpower to the bond campaign with some design work on the brochure among many other efforts and that he believes that is a key to any election to have some constituent groups involved. He explained that staff will recommend that the \$750,000 be placed in the first batch of the available bonds, which will allow the funds to be available relatively quickly. He suggested that a committee be formed to plan out the projects and make recommendations to have submitted to the Council, since the funds belong to the City and not this Authority. The funds statutorily must be spent on the maintenance building and the other items on the ballot, he believes included irrigation. The legist would depend on the cost of those items. The original amount submitted by this Authority was 1.1 million that was expected to cover all the items requested, but that amount was not provided, therefore the allocation of those funds must be made for the ballot items. The suggested committee would be expected to work with staff to prepare a list of projects and provide recommendations along with estimated costs for the anticipated distribution of funds, possibly set up into phases (i.e. phase I and phase II) for current and future. He commented that typically the Authority has had a standing committee that is on facility and that he presumed that would be the appropriate committee to take that task. There has not been much activity with the committee since the clubhouse had been built. He inquired as to whether or not there were two volunteers from the Authority, which Matt Brown and Jack Edwards replied as volunteers.

He continued to explain that the type of fencing installed for the maintenance facility is ensured to be within the covenants and requested assistance to clarify the options. In response to audience, Chairman Peterson explained that he is not aware of any prohibitions preventing outsiders from serving on the committee, other than four board members may not be on it without being subject to the Open Meetings Act. After brief discussion regarding a representative of the area Home Owner's association serving on the committee, Chairman Peterson explained that there shouldn't be any reason they may not attend the meeting, but that only Authority members would be able vote on the issues. There were encouraging comments to have additional resources available to the committee.

In response to Chairman Peterson, Mr. Lynn Blevins commented on the possible location of the bathroom near the 13 green, away from the road and that at the time being there were hindrances concerning the lack of available utilities (i.e. electric, water and sewer) further away from the road. Chairman Peterson commented that the timeline for the utilities be verified.

5. Discussion of fee structure regarding tournaments.

Mr. Blevins explained that this issue is being brought to the Authority concerning the schools agreement with Battle Creek for student usage, that between Union and Broken Arrow schools they use the facility Mondays, Tuesdays, Wednesdays and Thursdays and pay \$500 per semester for unlimited range balls. There are times when 20-30 students are there at one given time, which have caused issues with Shiloh when playing on the west end of the range because regular player are using the east end. He expressed that this has become a difficult issue over the past years and there is a current request from Broken Arrow to have their conference, high school tournament next April and that the state high school association provides \$10 per player for course fee. He expressed his concern and unenthusiastic opinion that he is not in favor of the request and explained that there would be funds lost. In response to inquiry, he explained that there have been regional and state high schools in the past, which the

belief was that they would bring individuals to the area which would stay in local hotels and bring funds to the area.

Chairman Peterson explained that April, May and June are the primetimes and if a day is set aside for heavily discounted tournament rather than a normal day would have an impact. Mr. Blevins responded to the Chairman's inquiry by explaining that the request was for a Monday, yet still would not be comparable to a regular day as a public facility. He also commented that there have been past discussions reducing the schools to one day a week and that the schools also use Broken Arrow Golf.

There were discussions regarding the concerns that the coaches are not providing adequate supervision of the students while using the facility and that they seem to dominate one location of the facility at one time. That they all seem to be on the driving range or they are all on the course, and that the estimated cost per student per day is approximately .50 cents. Members and staff discussed the current cost of \$3.75 per small bucket, and that it is unknown whether or not the schools charge the students for participation. Some discussion was entertained regarding the reduction of usage and reduced rates, yet there is concern that the facility's operations are required to maintain a budget. Suggestions were made to reduce the usage to one day a week during school season.

Chairman Peterson commented that once the board makes a decision that letters be sent out reflecting the guideline changes.

Motion by Brown, second by Mahan, to deny the request at the proposed rate of \$10.00 per student, but may return with the normal tournament rate.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

6. Consideration and possible approval of utility easement for Valor Exhibit Broken Arrow Golf Authority.

Assistant City Attorney April Parnell explained that the easement is to the City, to allow Valor to access the area, and the property is owned by the Golf Authority.

There were brief discussion on clarification of the location and referenced the map provided.

Motion by Herndon, second by Edwards to approve the utility easement for Valor Exhibit Broken Arrow Golf Authority.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

7. Consideration and possible approval of the fiscal year 2004-2005 Financial Plan.

Chairman Peterson explained the need to provide a budget to Council in the City's main budget. He commented that operating budget has been within budget, when not considering the bond projects.

Mr. Esmond explained that there have been some discussions involving the potential of leasing the golf course to Mr. Blevins for a dollar, at which time he would assume the ownership of all the equipment in the pro-shop and carts, and the City's expenses would be done away with except for the debt service. There would need to be further discussions regarding capital issues.

Mrs. Mahan expressed that she believes that to be the direction the Council is interested in the concept of the lease, an early debt payoff and maintain the Golf Authority.

Members and staff discussed the transfer of liabilities in the event there is a lease arrangement. Bond debt payoff options were discussed for August 2005 and bond project changes regarding a golf path extension to the west end of the driving range versus a parking lot for that same location.

Mrs. Mahan suggested that a proposal be compiled for submittal to the City Council, which will address some of the issues discussed.

Motion by Herndon, second by Rampey to approve the fiscal year 2004-2005 Financial Plan.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

8. Consideration and possible approval of the report from Golf Course Superintendent.

In response to Chairman Peterson inquiry, Assistant City Attorney April Parnell explained that they had been informed not to continue the digging of the pond until they have obtained an easement.

Motion by Rampey, second by Mahan to approve the report from Golf Course Superintendent as submitted.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

9. Consideration and possible approval of the report from Director of Golf.

Chairman Peterson commented that it is good that revenue is up and expenses down.

In response to member's inquiry, Mr. Blevins explained that a monthly breakdown report may be printed.

Chairman Peterson inquired as to an evaluation to be conducted that would provide information as to members' use and what type of deal they are receiving. He commented that in January they need to have an analysis for review if BAPGA set fees, even if there is a lease arrangement and that a six month analysis should be done beginning in June 2004.

Motion by Rampey, second by Mahan to approve the report from Director of Golf as submitted.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

10. Consideration and approval of Financial Statements for April 2004.

Motion by Herndon, second by Rampey to approve the Financial Statements for April 2004 as submitted.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

11. Consideration and approval of Claims List for April 2004.

Motion by Brown, second by Rampey to approve the Claims List for April 2004 as submitted.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

12. Other Business.

In response to inquiry, Chairman Peterson expressed that the bond program committee should be formed as soon as possible and to hold a preliminary meeting with staff in June. He explained that it would be necessary that the proposed projects coincide with the ballot items.

Brief discussions were held concerning the criteria of request for proposals (RFP's) and who can and cannot advertise for RFP's.

Those present were informed that the next Broken Arrow Public Golf Authority meeting would be held at Battle Creek and not City Hall as typically done each month.

13. Adjournment.

Motion by Rampey, second by Brown to adjourn.

Aye: Mahan, Edwards, Rampey, Herndon, Brown, Peterson
Nay: None
Motion: Carried

The meeting adjourned at the noted time of 8:44 a.m.